

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
SANTA CLARITA VALLEY MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES DEPARTMENT OF
MENTAL HEALTH EMPLOYEES ONLY**

Patient Resources Worker

The Santa Clarita Valley MHC is actively seeking a Patient Resources Worker to perform financial duties. The Santa Clarita Valley MHC is responsible for planning, developing, and implementation of Mental Health Service Act (MHSA) programs for high-risk Seriously Emotionally Disturbed (SED) and Severe and Persistently Mentally Ill (SPMI) adult and older adult. Additionally, the clinic screens for HWLA applicants.

EXAMPLES OF DUTIES:

- Screening and performing UMDAPs on new consumers
- Update UMDAPs annually for current consumers
- Requesting verification of financial documents
- Explain and complete payment plan for consumers
- Screening for potential eligibility for other programs (e.g. Medi-Cal, HWLA, Medicare)
- Check Medi-Cal eligibility through their website
- Create and maintain financial folders
- Knowledge of the IS system, entering of Units of Service
- Complete MAAR report
- Bank transmittals and receipt logs
- Billing of consumers
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Ability to adapt to new job duties
- Strong knowledge of the IS
- Knowledge of DMH billing procedures
- Ability to work independently and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills

Qualified individuals holding title to the above position should **fax or email** their resume, their Master timecard for the past year and the last two (2) Performance Evaluations on or before March 25, 2012:

Michelle Majors, Psy.D.
MH Clinical Program Head
FAX: (661) 254-2940 or mmajors@dmh.lacounty.gov
AN EQUAL OPPORTUNITY EMPLOYER